

72nd International General Assembly

CHURCH OF GOD San Antonio, Texas • August 4-9, 2008

The International General Assembly is the supreme governing body of the Church of God convening biennially to celebrate the progress of the church and to strategize for future. It provides a way for the over 6.5 million members in over 168 countries to discuss the direction of the Church of God. Components of this gathering include: legislative sessions (election of general church leadership and ratification of resolutions); worship services; exhibits; workshops; service projects; and fellowship. While voting is restricted to only Ordained Bishops, participation in the events of the General Assembly are open to all delegates. In attendance during this week long meeting will be thousands of pastors, Christian educators, chaplains, music ministers, youth and children's ministers, Sunday School workers, evangelists, and Church of God members from around the globe.

INTERNATIONAL GENERAL ASSEMBLY CABINET

Executive Committee Liaisons

Dr. G. Dennis McGuire,
Church of God General Overseer
and Dr. Raymond Culpepper,
1st Assistant General Overseer

T. Scot Carter
Director

Kenneth R. Bell
Resources/Parliamentary Coordinator

Kevin D. Brooks
Housing/Hospitality Coordinator

Julian B. Robinson
General Council Coordinator

Tom A. Madden
Convention Center Coordinator

Anthony T. Pelt
Special Activities Coordinator

Samuel Santana
Worship Services Coordinator

Exhibitor Packet



On behalf of the International General Assembly Cabinet, you are invited to consider participating in the 2008 International General Assembly of the Church of God as a potential exhibitor.

The Exhibit Hall exists to portray how the collective ministries and services of the Church of God come together to help focus our denomination on fulfilling the vision of reaching the world with the message of Christ. With the expectation of thousands of delegates, this year promises to be an eventful and memorable time. With nearly 80,000 square feet in size the Exhibit Hall will feature:

- **Interactive and informational exhibits**, featuring the various ministries/programs of the Church of God—including the divisions of Care, Church Ministries, Education, Support Services, and Global Evangelization.
- **A large bookstore** sponsored by Pathway Press, offering the latest in resources for all aspects of ministry and Christian formation.
- **Outside exhibits**, featuring a variety of resources, services, and/or ministry opportunities for the local church as well as the individual delegate.
- **Daily food and beverage service** is available in the Convention Center as well as numerous food and beverage services within surrounding areas such as the River Center Mall.

Questions may be directed to the General Assembly Cabinet:
tmadden@churchofgod.org • 423.478.7264

General Information

The General Informational Section of this packet seeks to provide a general explanation of the policies and terms of potential exhibitors. For more detailed information please consult the Exhibition Contract available in this packet.

Approval

The International General Assembly Cabinet is offering exhibit space for potential exhibitors. Such space will be sold on a limited first-come, first-served basis. Exhibits should represent a distinct and widespread resource or service to local churches and delegates.

Exhibit Hall Hours

Monday	August 4	9:00 a.m.-6:00 p.m.
Tuesday	August 5	9:00 a.m.-9:00 p.m.
Wednesday	August 6	9:00 a.m.-6:00 p.m.
Thursday	August 7	9:00 a.m.-6:00 p.m.
Friday	August 8	9:00 a.m.-6:00 p.m.

Exhibit space will be accessible to exhibitors for move-in beginning at 1:00 p.m. Saturday, August 2, 2008. Tear-down will begin at 6:00 p.m. on Friday, August 8, 2008. All exhibitors must be moved out of the Exhibit Hall by 12:00 a.m. (midnight). Any changes to this schedule will be communicated to exhibitors.

Booth Reservation Fees

10' x 10' booths are available for \$1,200.00 each. Further a \$100.00 security fee will be charged. Included in the booth space is an 8-foot back drape, two 3' side divider drapes, one 8' draped table, 2 side chairs, and company/departmental sign for all Exhibitors.

All other furnishings, equipment, services, etc. are available at the Exhibitor's own expense upon request from Freeman Decorators, the official on-site decorator and exhibition services provider.

If an Exhibitor is not approved by the General Assembly Cabinet or if a space is not able to be assigned, all fees will be returned. In the event that the Exhibitor cancels the contract, all fees and deposits shall be retained in full.

Hotel Accommodations

A housing form is included in this packet for those needing assistance with Housing. All room assignments will be made through the San Antonio Convention and Visitors Association Housing Bureau. Housing requests may be submitted via mail, fax, or Internet.

All approved Exhibitors are expected to arrange for their event housing needs via the Housing Bureau.

Exhibit Policies

1. Exhibitor agrees to comply fully with the installation and dismantle schedule designated in the contract. Exhibitor understands failure to comply will result in the forfeiture of the security deposit fee, and may subject the Exhibitor to temporary loss or total suspension of all exhibition privileges.
2. Exhibitor agrees not to promote, display, solicit or entice to solicit any item or action that would be unlawful, offensive or contrary to the spirit, purpose and intent of the Church of God International General Assembly or its delegates.

3. Exhibitor agrees not to engage in any price fixing or other activity prohibited by or understood within the context of trade regulation law.
4. Exhibitor agrees to comply with all laws, ordinances and regulations of the Convention Center, the City of San Antonio, the state of Texas, and the federal government.
5. Exhibitor and his/her agents and/or representatives will refrain from any smoking and/or the consumption of tobacco, alcohol or illegal drugs in the exhibit area and any and all other areas utilized by the International General Assembly.
6. Exhibitor agrees to keep booths in neat and clean appearance at all times.
7. Exhibitor and agents of same will display their registration badges at all times in the exhibit area.
8. Exhibitor will make every effort to keep all registration badges secure. Any badges lost or stolen should be reported to Exhibit Chairperson as soon as possible.
9. Exhibitor agrees to display only those products and/or services indicated on and/or submitted with the Exhibition Contract and approved by the International General Assembly Cabinet.
10. Exhibitor agrees to refrain from any product demonstration(s) that would be considered dangerous and/or in violation of any local public safety or fire marshal regulation. Violations will be determined by appropriate local authorities and will result in forfeiture of security deposit fee refund, and may subject Exhibitor to temporary loss or total suspension of all exhibition privileges.
11. Exhibitor agrees to refrain from any promotion, action, or demonstration in the exhibition area that would detract, interfere, interrupt, hinder or prohibit the business of any other exhibit. Violation may result in forfeiture of security deposit fee refund and may subject Exhibitor to temporary loss or total suspension of all exhibition privileges.
12. Exhibitor agrees to have booth(s) fully staffed during all exhibit hours. Exhibitor further understands that failure to comply will result in the forfeiture or security deposit fee refund and may subject Exhibitor to temporary loss or total suspension of all exhibition privileges.

Liabilities

The Church of God General Assembly Cabinet, its employees, agents, the Church of God, nor any members of the Church of God, its officiating boards, directors or representatives will be responsible for any injury, loss, or damage that may occur to the Exhibitor or his/her employees or property from any cause whatsoever. The Exhibitor, upon contracting for exhibit space, expressly releases and agrees to indemnify the foregoing named association, individuals and committees from any and all claims for such loss, damage, or injury; and Exhibitor agrees that it will neither hold or attempt to hold the General Assembly Cabinet, the Church of God, nor any members of the Church of God, its officiating boards, directors or representatives liable. Further, neither the General Assembly Cabinet, the Church of God, nor any members of the Church of God, its officiating boards, directors or representatives shall be liable for delays or failure of scheduled exhibition to be held by reason of public emergency, strikes, labor disputes, boycotts or acts of God, beyond the power or control of the General Assembly Cabinet, the Church of God, or any member of the Church of God, its officiating boards, directors or representatives to prevent.

In the event of any act of nature, act of God, act of war, force majeure, terrorist activity, or any event which, in the reasonable judgment and discretion of General Assembly Cabinet or Church of God, a Tennessee nonprofit corporation, would necessitate or justify the canceling of the contract, its services, or any part thereof, then any and all obligations of General Assembly Cabinet or Church of God, a Tennessee nonprofit corporation, under this contract are hereby terminated, at no expense to General Assembly Cabinet or Church of God, a Tennessee nonprofit corporation. Specifically, should circumstances arise which, in the discretion of General Assembly Cabinet or Church of God, a Tennessee nonprofit corporation, would necessitate immediately terminating this agreement, then such action shall be taken, without liability or recourse against General Assembly Cabinet or Church of God, a Tennessee nonprofit corporation.

Exhibition Application for Booth Space

Application Instructions

Upon approval of your request by the General Assembly Cabinet, you will be notified with a tentative floor plan, specific installation details, and other important information regarding the exhibition process.

All forms must be completed and turned into the Office of the Convention Center Coordinator along with fees and security deposit(s) before approval is given.

Mail along with all forms and fees to:

Tom Madden
Convention Center Coordinator
P.O. Box 2430
Cleveland, TN 37320-2430
Phone: 423-478-7264
Fax: 423-478-7141

Application Deadline:

April 28, 2008

(Faxing this application is not a confirmation of the exhibit space.)

Name of department/company _____

Address _____

City _____ St/Prov _____ Zip/PC _____

Phone _____ Fax _____

Email _____

Exhibit Representative _____

Authorized by _____

Title _____

Signature _____

Number of 10 x 10 foot booths _____

I/We intend to conduct on-site sales of our products and/or services described below: Yes No

Products and/or services to be exhibited/sold (please describe in detail):

Please check any special needs (All charges subject to Convention Center rates):

- Internet accessibility In-house phone Electrical outlet
 Extra tables Other _____

Total Booth Reservation Fees \$ _____

Total for Extra Badges \$ _____

Security Deposit (\$100.00 per booth) \$ _____

Additional Badge Fee \$ _____

Total Amount Due \$ _____

Credit Card Type _____ Number _____

Expiration Date _____

FOR OFFICE USE ONLY

Approved? Yes No Receipt Date ___/___/___ Confirmation Date ___/___/___

Designer Confirmation ___/___/___ Hotel _____

Total Booth Reservation and Special Needs Fees Owed \$ _____

Security Deposit \$ _____ Rec'd ___/___/___ Balance Due \$ _____ Rec'd ___/___/___

Assigned Booth Numbers _____

Exhibition Contract

THIS AGREEMENT is made by and between the Church of God General Assembly Cabinet (herein called “GAC”), and _____, (hereinafter called “Exhibitor”). This agreement is for rental of exhibition space at the 2008 Church of God International General Assembly beginning **August 4, 2008**, and ending **August 9, 2008**, in San Antonio, TX. The mutual execution of this agreement shall signify that the parties acknowledge, contract and agree as follows:

- 1. FURNISHING AND PAYMENT OF EXHIBIT BOOTHS:** Exhibitor hereby agrees to utilize and pay for the exhibit booth or booths as requested herein and to pay GAC the amount contracted for said space. Exhibitor agrees to pay \$1,200.00 **per 10 foot by 10 foot space**. GAC agrees to furnish said booth to Exhibitor (see “Booth Furnishing Schedule” below), subject to availability of same and other considerations as herein defined. Further, Exhibitor agrees to pay **\$100.00 security deposit fee** per 10 foot by 10 foot booth space for the first five booths of this contract.
- 2. EXHIBITOR CRITERION:** The GAC reserves the right to require any exhibit to be accompanied with a catalog or descriptive listing of products intended to be displayed at the International General Assembly by exhibit applicant. In the event of acceptance, Exhibitor agrees that said same exhibit activities will be limited to the specific disclosure of said catalog and/or descriptive listing of products intended to be displayed and/or promoted. Further, Exhibitor agrees not to promote or display any inventory and/or promotion on items not submitted with this contract, unless altered by prior written agreement endorsed by the GAC. Exhibitor understands and agrees that the Church of God has first opportunity to reserve space for the forthcoming International General Assembly Exhibit Area.
- 3. RESTRICTIONS AGAINST ASSIGNMENT AND CONFIRMATION:** Neither the assigned booth space, any portion thereof, nor Exhibitor’s interest therein shall be subleased, assigned or otherwise conveyed except by express, written prior permission of the GAC.
- 4. PROCEDURE FOR ACCEPTANCE AND CONFIRMATION:** When executed by the Exhibitor only, this Contract form shall constitute an application to rent space. When executed by both parties (execution need not be contemporaneous), this form shall constitute a completed contract. Assignment of booths shall be made when GAC receives this agreement, signed by the Exhibitor and accompanied with the required rental fees and security deposits. Upon acceptance of the application and assignment of booth space, subject to payment of full price and compliance with the entirety of this agreement, GAC shall execute the agreement and mail a copy thereof to the Exhibitor. Thereafter, said contract shall constitute a reservation and entitle Exhibitor to rental of said booth space. It is understood and agreed that Exhibitor, prior to execution of this agreement, has been shown the space for said exhibit, and has agreed upon same.
- 5. PAYMENT SCHEDULE:** When executed by Exhibitor, this agreement shall be submitted to the General Assembly Convention Center Coordinator, along with payment in full for the total booth rental fees and all security deposit fees for each of the first five 10 foot by 10 foot spaces requested in this contract. In the event the GAC is unable to assign space, said fees and deposits shall be refunded in full. In the event GAC has assigned space and Exhibitor cancels the contract, thereafter said fees and deposits shall be retained by GAC in full as liquidated damages to cover administrative expenses.
- 6. STATEMENT OF LIABILITY LIMITATION:** The Church of God General Assembly Cabinet, its employees, agents, the Church of God, nor any members of the Church of God, its officiating boards, directors or representatives will not be responsible for any injury, loss, or damage that may occur to the Exhibitor or his employees or property from any cause whatsoever. The Exhibitor, upon contracting for exhibit space, expressly releases and agrees to indemnify the foregoing named association, individuals and committees from any and all claims for such loss, damage, or injury; and Exhibitor agrees that it will neither hold or attempt to hold the GAC, the Church of God, nor any members of the Church of God, its officiating boards, directors or representatives liable. Further, neither the GAC, the Church of God, nor any members of the Church of God, its officiating boards, directors or representatives shall be liable for delays or failure of scheduled exhibition to be held by reason of public emergency, strikes, labor disputes, boycotts or acts of God, beyond the power or control of the GAC, the Church of God, or any member of the Church of God, its officiating boards, directors or representatives to prevent.

7. **SET UP AND DISMANTLE OF BOOTH SPACES:** The following is a tentative schedule for installation and dismantle. The GAC reserves the right to change this schedule as it may be deemed necessary by same. Any change will be announced as soon as it has been determined. Announcements of changes will be by mail prior to the week before August 4, 2008, and by note (verbal or otherwise) on site. (See attached addendum re: Exhibition Hall Schedule.)

8. **SPACE USAGE AND ALLOWANCE:** All demonstrations, promotional activities, and distribution of materials must be confined within the limits of the exhibit booth. Demonstrations must be relevant to the Exhibitor's products and shall not be made primarily to attract or amuse. At least 25% of the booth space of each booth must be open to accommodate visiting traffic to the booth. Each exhibitor is responsible for keeping the aisle or aisles near booth free of congestion due to his/her demonstrations or promotions. No Exhibitor shall assign, sublet or share the space allotted without the prior, express written consent of the GAC. Exhibitors must show only their own products, or product, which has been previously agreed upon by mutual written consent of the GAC and Exhibitor. The GAC reserves the right to expel on site any Exhibitor not in compliance with these aforementioned stipulations for space usage, or for any other reason deemed necessary in the sole discretion of the GAC. No firm or organization without assigned space in the exhibit area will be permitted to exhibit or solicit businesses within the exhibit or International General Assembly area, or International General Assembly hotels. Final discretion and control over space leased herein, the placement thereof, and any and all other aspects of said exhibit shall rest in the direct supervision, control and discretion of the GAC. The GAC hereby reserves the right to terminate any Exhibitor herein at any time prior to, or during said exhibition for any reason whatsoever based on the discretion of the GAC. It is expressly understood that no Exhibitor shall compete with any division of the Church of God in the sale and distribution of its products.

9. **BOOTH FURNISHING SCHEDULE:** The GAC will provide for each booth rented: an 8 foot back drape, two 3 foot side divider drapes, carpet, one 8 foot table draped, 2 side chairs, and company/organization identification sign for all Exhibitors. Booths are made of flameproof fabric assembled on polished aluminum frames. Background and/or product displays 8 feet high may extend out from the booth backline one-half the depth of the booth and from that point to the aisle to a maximum of 4 feet high. Exhibitors building to these specifications must finish the side portions of their exhibit so it will not be objectionable to adjacent Exhibitors. Any objection from adjacent Exhibitors shall be reasonable and the final discretion herein shall rest solely with the GAC. The GAC reserves the right to have such finishing done at the Exhibitor's expense, billing the Exhibitor for charges incurred. No special signs, booth construction, apparatus or lighting fixtures are permitted in excess of 8 feet in height or any linear booth; interference with the light or space of other exhibits is not permitted. All measurements shown in the floor diagram are not warranted but are as accurate as possible. The GAC reserves the right to make such modifications as may be necessary to adjust the floor plan to meet the needs of Exhibitors and the exhibit as a whole.

10. **PRICING AND BUSINESS ETIQUETTE:** Exhibitor agrees that it shall refrain from any legally prohibited activities while on the International General Assembly/Exhibit Area floor or any other area which otherwise involve the GAC directly or indirectly. Exhibitor acknowledges that it will refrain from any and all activities, which are or may be construable as price collusion or maintenance, monopoly, boycott, tie-in sales and market allocations, as those terms are understood in the context of trade regulations law, or any violation of local or municipal laws or ordinances.

11. **RULES OF THE EXHIBITION AT THE 2008 INTERNATIONAL GENERAL ASSEMBLY:** Exhibitor agrees to abide by all rules imposed upon all Church of God Exhibitors and/or Exhibitors by the GAC. Exhibitor further acknowledges that he/she has read the Church of God International General Assembly Exhibition Rules and Regulations as they exist at the time of execution hereof, attached here to and by this reference made a part hereof: and agrees to fully abide by the same, as well as any additional rules or regulations released prior to the date of the 2008 International General Assembly. Any violation of the Church of God International General Assembly Exhibition Rules and Regulations may subject the Exhibitor to possible temporary loss or suspension of exhibit privileges.

12. **EXECUTING PARTY:** Exhibitor acknowledges that the person executing this agreement has authority to do so and that the GAC may rely on same in discharging its duties herein.

13. **MEDIATION OF DISPUTES:** Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall first be attempted to be settled amicably by parties within the structure of the Church of God.

In the event of inability to resolve within the structure of the Church of God, the parties expressly agree that this contract shall be governed by the laws of the State of Tennessee, and that any such conflict arising from the terms and conditions of this agreement shall be resolved through binding mediation, under the rules of Tennessee Supreme Court Rule 31.

14. **COPYRIGHT AGREEMENT:** Each exhibitor agrees not to violate any copyright, patent, trademark, or any other intellectual property rights of another, and said exhibitor agrees to indemnify and hold harmless the GAC and the Church of God for any alleged violation of such rights.

15. **GENERAL PRODUCT IDENTIFICATION:** As executor of this contract I attest and affirm that the products featured by my company include any and all of the items checked, and comprise in total the products and/or promotions to be solicited at the 2008 International General Assembly.

16. **ACT OF GOD, ACT OF WAR, OR FORCE MAJEURE:** In the event of any act of nature, act of God, act of war, force majeure, terrorist activity, or any event which, in the reasonable judgment and discretion of the GAC or Church of God, a Tennessee nonprofit corporation, would necessitate or justify the canceling of the contract, its services, or any part thereof, then any and all obligations of the GAC or Church of God, a Tennessee nonprofit corporation, under this contract are hereby terminated, at no expense to the GAC or Church of God, a Tennessee nonprofit corporation. Specifically, should circumstances arise which, in the discretion of the GAC or Church of God, a Tennessee nonprofit corporation, would necessitate immediately terminating this agreement, then such action shall be taken, without liability or recourse against the GAC or Church of God, a Tennessee nonprofit corporation.

PLEASE CHECK ALL ITEMS THAT ARE TO BE DISPLAYED:

- Books, Bibles, Christian Books
- Stationary/Cards
- Music
- Church Supplies
- Distribution
- Video
- Gifts
- Jewelry
- Other (Specify: _____)

COMPLETE IN FULL

Executed This _____ Day of _____, 2008 AT ____:____ (time)

Exhibitor _____

By: _____

Printed Name _____

Title _____

Address _____

City _____ State/Prov _____ Zip/PC _____

Phone (_____) _____ Ext. _____

*Exhibit Hall
"Hours of Operation"*

Monday, August 4, 2008
9:00 a.m.-6:00 p.m.

Tuesday, August 5, 2008
9:00 a.m.-9:00 p.m.

Wednesday, August 6, 2008
9:00 a.m.-6:00 p.m.

Thursday, August 7, 2008
9:00 a.m.-6:00 p.m.

Friday, August 8, 2008
9:00 a.m.-6:00 p.m.

ACCEPTED BY GENERAL ASSEMBLY CABINET

THIS _____ DAY OF _____, 2008

By _____

Tom Madden

Convention Center Coordinator

Church of God General Assembly Cabinet

P.O. Box 2430, Cleveland, TN 37320-2430

Phone: 423-478-7264; FAX 423-478-7141

Exhibition Hall Schedule

Saturday, August 2, 2008	1:00 p.m.-5:00 p.m.	Hall accessible to move-in and set-up
Sunday, August 3, 2008	8:00 a.m.-6:00 p.m.	Hall accessible to continue move-in and set-up
Monday, August 4, 2008	9:00 a.m.-6:00 p.m.	Exhibit Hall open to public
Tuesday, August 5, 2008	9:00 a.m.-9:00 p.m.	Exhibit Hall open to public
Wednesday, August 6, 2008	9:00 a.m.-6:00 p.m.	Exhibit Hall open to public
Thursday, August 7, 2008	9:00 a.m.-6:00 p.m.	Exhibit Hall open to public
Friday, August 8, 2008	9:00 a.m.-6:00 p.m.	Exhibit Hall open to public
	6:00 p.m.-12:00 a.m. (midnight)	Exhibitor tear-down and move-out (All exhibitors must be moved out by midnight.)

Exhibition Registration Badge Form

Exhibition Registration Badge Request

Two registration badges per booth space are provided for in the booth rental fees. During installation and dismantle of exhibited area, access to the exhibit area will be granted only to those who present an Exhibitor Registration Badge. For security reasons, only International General Assembly registered badge-carrying delegates and exhibitors carrying their exhibit registration badges will be allowed in the exhibit area during normal exhibit hours. You will need to secure badges for any and all personnel assisting or manning your booth(s). Additional badges are available for \$5.00 each.

Please print the name of your department/company.

Persons to receive badges: Please print the full name of all personnel you wish to have access to the exhibit area for your exhibit.

1. _____

2. _____

Additional badges:

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Exhibition Sign Form

Booth Sign Request

One 7" x 44" sign (alphabet/numeric only) is provided for each exhibit. However, you must specifically request the sign by filling out the information in full as requested below:

Name of Department/Company

Agent or Authorized Representative

Please print the sign exactly as you want it.

Note: Additional signage will be available on-site;

however, this will be at the full expense and responsibility of the exhibitor and will need to be coordinated with Freeman Decorators, the official on-site designer and exhibition services provider.